

## JOB LISTING FAX

TO: EDD Job Listing Services Fax # \_\_\_\_\_ Date: \_\_\_\_\_ Number of Pages \_\_\_\_\_

### Employer Information

Employer Name (DBA): \_\_\_\_\_ Corporate Name, if any: \_\_\_\_\_  
Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
City: \_\_\_\_\_ Suite/Room/Building #: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ - \_\_\_\_\_  
Telephone #: (\_\_\_\_) \_\_\_\_\_ Extension \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_  
EDD Employer Tax Account #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### California Job Site Location *(if different from business address shown above)*

Street Address: \_\_\_\_\_  
Cross Street: \_\_\_\_\_ City: \_\_\_\_\_ ZIP \_\_\_\_\_

### JOB LISTING INFORMATION

Job title: \_\_\_\_\_ Number of openings: \_\_\_\_\_ Start date: \_\_\_\_\_  
Wage range: \$ \_\_\_\_\_ Minimum \$ \_\_\_\_\_ Maximum Per \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Shift: ☐ Day ☐ Swing ☐ Grave ☐ Part time: hrs/week \_\_\_\_\_ OR ☐ Full time  
Education level \_\_\_\_\_ ☐ Temporary: duration \_\_\_\_\_ days OR ☐ Regular  
Work days: ☐ MON ☐ TUES ☐ WED ☐ THURS ☐ FRI ☐ SAT ☐ SUN  
Driver's License required: ☐ No ☐ Yes -- Class: ☐ A ☐ B ☐ C ☐ M DMV Print out? ☐ Yes ☐ No

☐ I want the job seeker to contact us directly: ☐ Include company name and address on listing  
☐ In person at \_\_\_\_\_ ☐ By telephone at: (\_\_\_\_) \_\_\_\_\_  
☐ Fax résumé to (\_\_\_\_) \_\_\_\_\_ ☐ Mail résumé to P.O. Box \_\_\_\_\_ ZIP \_\_\_\_\_

-----OR-----

☐ I want EDD's assistance in identifying job seekers ☐ Do not include company name or address on listing.  
☐ EDD to mail résumés to us ☐ EDD to screen and refer job seekers  
(Attach additional sheet for all job-related information if more space is needed.)

- A. Job Duties:
- B. Job-related skills, knowledge and abilities, experience, education, training, tools, and licenses required for this position:
- C. Special information: (benefits, medical plan, pension plans, public transportation available, time limit to fill, directions to job site, unusual working conditions, and any other relevant information)

In order to comply with the Information Practices Act, please read this brief statement:  
In submitting this job listing, I agree to hold the State of California and the Employment Development Department harmless for any use of CalJOBS information for reasons other than the stated purpose.

Please note: EDD does not verify applicant supplied information.